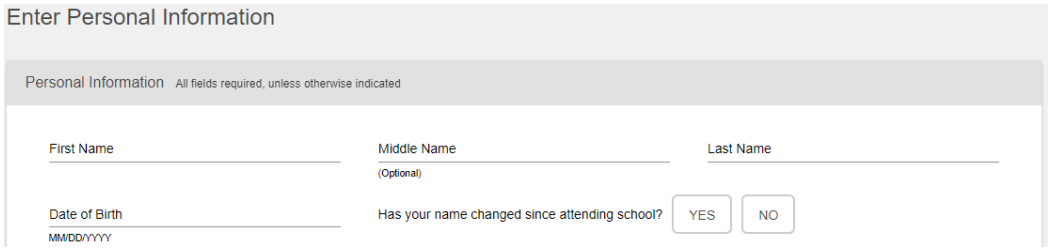
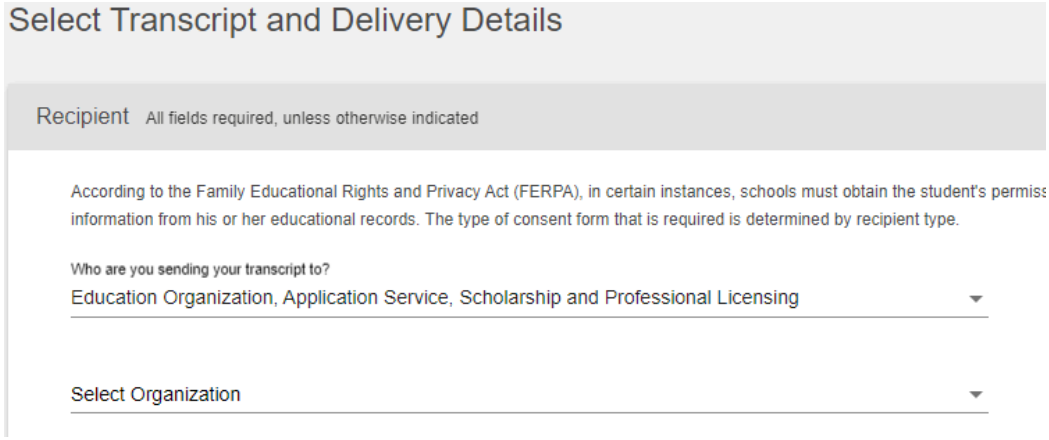
Instructions for Ordering a Hard Copy Daemen University Transcript

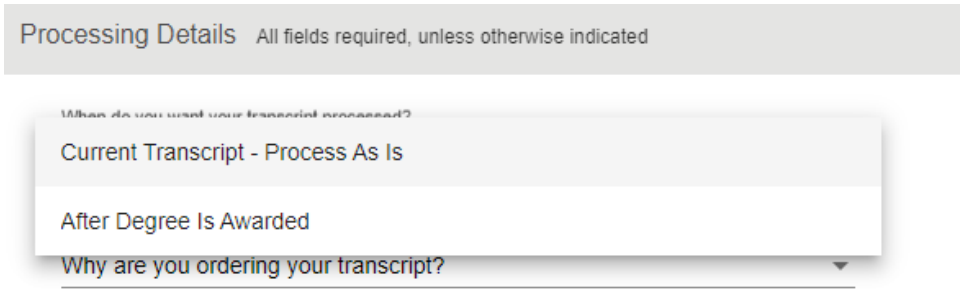
1. Go to the Daemen University Transcripts webpage and click on **Transcript Request Form** at the top of the page.
2. You will be redirected to the National Student Clearinghouse Transcript Ordering Center webpage. Click the green **Order Transcript(s)** button at the bottom of the page.
3. Enter your personal information:



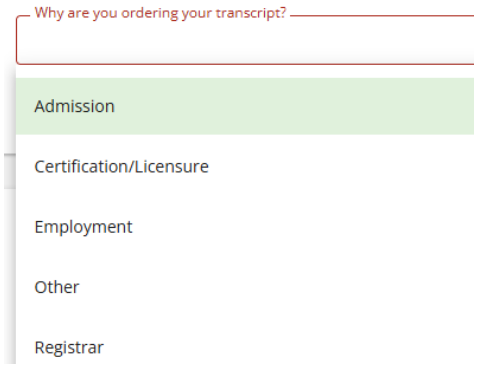
4. Under **Select Transcript and Delivery Details**, select one of the four options: **(College/University, Education Organization, etc., Employee or Other, Myself)**



5. For **Select Organization,** click on the organization you wish to send your transcript to from the drop down. If the organization does not appear in the drop down, scroll to the very bottom, select **Not in List** and enter the name of the recipient.
6. Next, in **Processing Details,** for **When do you want your transcript processed?** please select **Process As Is** or **After Degree Is Awarded** (transcript will be held until your degree has been conferred).

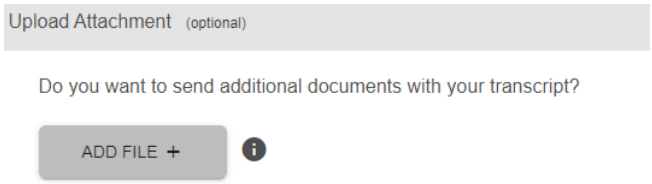


7. For **Why are you ordering your transcript?** please select one of the following:



8. Under **Delivery Information, Electronic** appears. *This is the only option to choose from, however, instructions to order a hard copy of your transcript are provided below.* Select the number of copies you wish to send and click yes for terms and conditions, if you agree.

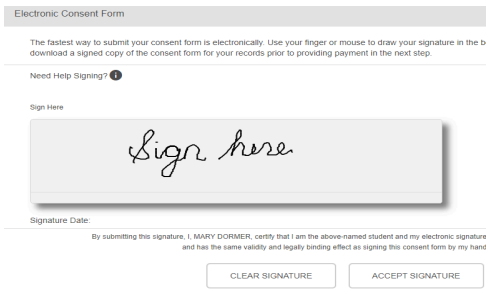
9. Next, in **Upload Attachment,** please upload a written request specifying that you need a hard copy of your transcript printed, along with the name of the recipient (or organization) and the mailing address**.** If the transcript is needed for an Apostille request, please note that as well**.** Click the **ADD FILE** button to upload.



10. You will also see the fee summary showing the total charge for your transcript(s). Click the **Continue** button.

11. On the **Checkout** page, confirm your order and fees and then click the **Checkout** button.

12. Your electronic signature and the date are required on the Consent Form. Once complete, click **Accept Signature** to submit your order.



If you have questions about ordering a transcript, please contact the National Student Clearinghouse at 1-703-742-4200.